



DEVELOPMENT GUIDE ROCHESTER, MINNESOTA



ROCHESTER DEVELOPMENT GUIDE BOOKLET

ROCHESTER, MINNESOTA

INTRODUCTION

Rochester is a dynamic, growing community that prides itself on high quality growth and development. This booklet has been prepared to improve the ability of builders, land developers and the general public to understand the City's procedures.

The information contained in this booklet is intended to provide an overview of regulations and approval procedures. More detailed, specific information is available from city departments and should be consulted before proceeding with development and construction projects.

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I. LAND USE/ZONING PROCESSES

Rochester uses a series of land development regulations to assure that developments meet health, safety, and appearance standards. Various city departments participate in a variety of approval processes.

The Rochester-Olmsted Planning Department is responsible for processing many of the approval applications. Although most of these processes involve review by other agencies and city departments, the following are led by the planning department:

A. SUBDIVISIONS

Whenever land is separated or reconfigured into two or more parcels, tracts, lots, or into long term leasehold interests where the creation of the leasehold interests necessitates the creation of streets, roads, or alleys, except for those subdivisions exempted by Minnesota Statute, the City's approval is required.



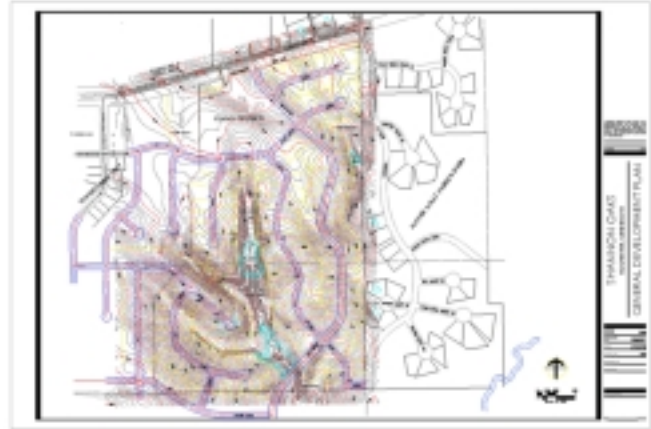
Many standards for layout, design, financing, development, and timing must be met to obtain the City's approval. Preparation of documents by a land surveyor will be required. Professional services of an engineer, land planner, landscape architect, and/or attorney may also be necessary.

Subdivision approvals are divided into three categories - Type I, II, and III approvals:

- **Type I Subdivisions:** These are generally characterized as the rearrangement of existing lot lines of platted or unplatted parcels. No more than one additional lot can be created by such a resubdivision process. The development must be able to be accessed without dedication of new street right-of-way, and any easements must be resolved prior to approval.
- **Type II Subdivisions:** These subdivisions can include creation of up to five lots, provided no street or easement dedication is involved.
- **Type III Subdivisions:** All other subdivisions that do not conform to Type I or II requirements and that are not exempted by state statute are Type III Subdivisions. This is the most common subdivision process encountered which includes preliminary and final plats.

Procedures: Each type of subdivision requires a different approval procedure. For a more detailed procedure explanation, please see page 4 of this booklet, or refer to the Rochester Zoning Ordinance and Land Development Manual.

- Type I Subdivisions require only administrative staff level review and approval. If dedication of additional street right-of-way width is necessary, City Council approval through a Type III process may be required.
- Type II Subdivisions require review by staff and submittal to the City's Planning and Zoning Commission for a hearing and final approval or denial (Type II process).
- Type III Subdivision requires a two-or three-step process. The first step is submittal of a General Development Plan (GDP). The GDP is reviewed by staff and the Planning Commission prior to a public hearing at the Planning Commission and City Council (Type III, Phase II process). The second step (or first if no GDP is required) is submittal of a preliminary plat which requires staff review and hearings by both the Planning Commission and City Council with approval or denial by the City Council (Type III, Phase II process). Following preliminary plat approval, the final plat is submitted and reviewed by staff. The City Council then approves or denies the final plat following a hearing (Type III, Phase I process).



Submittal Requirements: (See Land Development Manual and Informational Supplement for more detail).

Type I Subdivision: Three original Certificates of Survey, proposed easements, application, and filing fee.

Type II and III Subdivision: Ten copies of the plat and street profiles, one reduced copy of the plat and profiles (11" x 17" or 8 1/2" x 11"), two copies proposed development covenants, four copies site preparation plan, parking spillover summation, bufferyard analysis, site data summary, six copies of street profile map, application, and filing fee. The Final Plat application must also include construction plans, care and maintenance agreements, and development agreement.

Process Timing:

Type I Subdivision: 2-4 weeks*

Type II Subdivision: 5-6 weeks*

Type III Subdivision: 8-12 weeks for preliminary plats*
3-4 weeks for final plats*

*All timing estimates are approximate and are dependent upon completeness of information submitted and actual timing of meeting dates. See process diagrams on page 8.

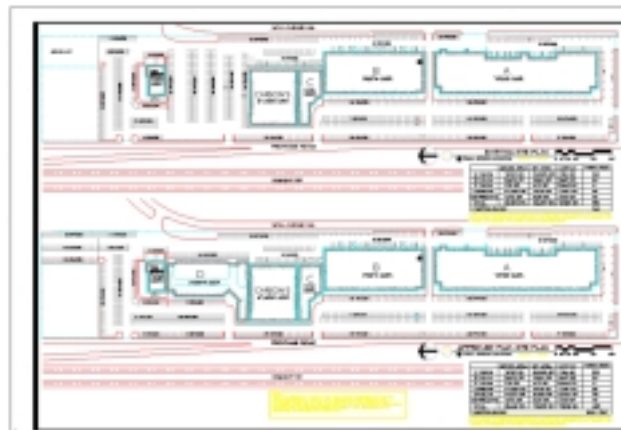
B. ZONING PROCESSES

Zoning regulations establish the way in which a property may be used, how large buildings can be constructed, where they may be situated on lots, as well as parking, landscaping and signage requirements. The City is divided into use zones so that regulations can be tailored to a particular type of use or location. Specialized types of districts are used to further accommodate specific uses on specific sites.

Whenever an individual who owns or has interest in a property wishes to change the zoning district that is applied to a property, or change the rules that apply to a zoning district, a rezoning or ordinance amendment action is required. A zoning district change may also require a Land Use Plan amendment.

Zoning actions can take a variety of forms:

- A Planned Unit Development (PUD) is a development in which certain zoning regulations are altered in exchange for adherence to a plan that is reviewed and approved by the City Council. The City of Rochester no longer utilizes PUDs, but uses either an Incentive or Restrictive Development approach. Existing PUDs may be amended.
- Special Districts are similar to PUDs, but have their own individual zoning ordinance requirements.
- Zoning Ordinance Amendments involve either a change in the text of the zoning ordinance or changing the zoning district that is applied to a project. These can be initiated by the City or by a property owner. All zoning district arrangements must comply with the City's adopted land use plan. Therefore, in some cases, zoning district changes may also require land use plan amendments.
- Incentive Developments are used when a specific use or development style exceeds intensities customarily allowed, but may provide environmental, safety, efficiency or social benefits to the community.
- Restricted Developments may be used to allow a use or mixture of uses not normally allowed in a zoning district. Additional development restrictions, beyond normal zoning requirements, may be applied to allow a specific use to develop while assuring protection of public and private development goals.



- Conditional Use Permits are special zoning approvals. In some cases, various uses may or may not be acceptable in a certain location because of impacts to adjoining properties or neighborhoods. In such cases a special review and approval process is necessary and may result in the application of certain conditions to the development to enhance compatibility.
- Variances are a modification of certain zoning standards where a practical difficulty or unnecessary hardship results from enforcement of the zoning ordinance by the zoning administration.
- Design Modifications are similar to variances, except that no demonstration of hardship is required. Instead, the applicant must demonstrate that little, if any, impact to surrounding properties, neighborhoods and the community, occurs.
- Zoning Certificates are required for any change of use on a property and/or in an existing building.
- Sign Permits are required before the construction alteration or erection of any sign.
- Wetland Permits are required before any draining or filling of land, which qualifies as a wetland as defined by state and federal statutes.
- Appeals are applied for by anyone who disagrees with or is affected by a decision made in the interpretation, administration, or enforcement of the zoning ordinance.

Procedures:

- Zoning District Amendments require review by staff and public hearings before the Planning Commission and City Council (Type III, Phase II process).
- Restricted Developments can fall into various categories, depending upon the type of use proposed. Type I and Type II designated uses require review by staff. Type II designations will also require review and/or hearing by the Planning Commission. Some restricted developments are categorized as Type III uses, requiring staff review and review by the Planning commission with a hearing before the City Council.
- Incentive Development(only Type III, Phase II) and Preliminary Development Plan and Final Development Plan: Type III use designations are divided into a two-step process. The first step requires a Type III, Phase II process which involves a staff review and hearings before the Planning Commission and City Council. The second step, a Type III, Phase III process requires staff review and review by the Planning Commission with a hearing before the City Council.



- Conditional Use Permits procedures are also dependent upon use categories. Some uses require a Type II procedure, requiring staff review and Planning Commission review or hearing. Others are Type III, Phase I processes requiring staff review and hearing before the Planning Commission.
- Minor PUD and Special District Amendments customarily require only administrative approval by staff (Type I process). More substantial amendments are Type II approvals, which require staff reviews and review or a hearing by the Planning Commission. New Special Districts require a Type III, Phase II procedure with staff review and hearings before the Planning Commission and City Council.
- Substantial PUD and Special District Amendments and Designations require Type III, Phase II processes that include staff review and hearings by the Planning Commission and City Council.
- Variances are processed through a Type III, Phase I procedure with staff review and a Zoning Board of Appeals hearing.
- Design Modifications aka Type II, Zoning Certificates, Site Plan approvals, Sign Permits and Wetland Permits are processed as Type I approvals with staff review only.
- Appeals are handled through a Type III, Phase I process with staff review and hearings held by the Planning Commission or City Council, depending upon the type of decision being appealed.
- Submittal Requirements: (See Land Development Manual Informational Supplement for a more complete list.)
- Special District Amendments, Incentive and Restricted Developments, Variances, Design Modification, and Conditional Use Permits require submittal of general information about the project, site information, site data, building information and additional information as may be required regarding grading and drainage plans, transportation, shared parking and site performance impacts, an application form and an application fee.
- Zoning District Amendments require submittal of a map, legal description of the property, a description of the proposed zoning change, an application form and an application fee.
- Zoning Certificates, Site Plan approvals, and Wetland Permits require submittal of a site survey, site plan, application form and fee, and wetlands, environmental and flood plain compliance as applicable.
- Sign Permits require submittal of a site plan, sign and lighting plans, sign credit, and application form.

- Appeals require submittal of identification of the decision to be reviewed, the applicants right to appeal and the specific ordinance provision involved, an application form and fee.

Process Timings

Type I Process:		Type II Process:	8 to 10 weeks
Zoning Certificate:	10 days	Type III, Phase I Process:	7 to 9 weeks
Sign Permits:	5 days	Type III, Phase II Process:	9 to 12 weeks
All Others:	7 to 20 days	Type III, Phase III Process:	4 to 6 weeks

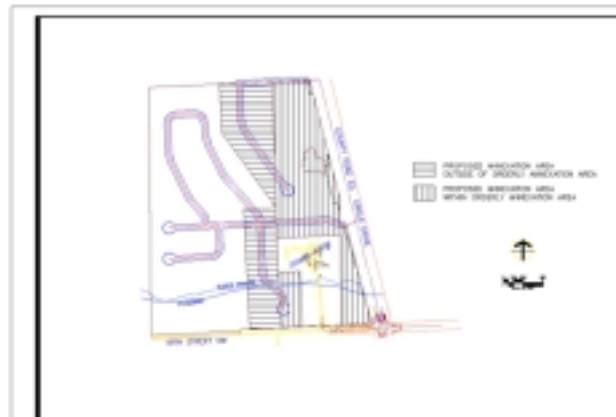
Note: All timing estimates are approximate and are dependent upon completeness of information submitted, complexity of staff review and actual timing of meeting dates. See process diagram below.

Subdivision, Land Use, and Zoning Processes	Type I Processing								Type II Processing				Type III Phase I Process			Type III Phase II Processing						Type III Phase III Process					
	Zoning Certificates	Design Modifications	Sign Permits	Wetland Permits	Minor PUD Amendments	Minor Special/Dist. Amend.	Incentive Development	Restricted Development	PUD Amendment	Special District Amend.	Conditional Use Permit	Incentive Development	Restricted Development	Final Plat	Variances	Appeals*	Preliminary Plat	General Development Plan	Zoning District Amend.	PUD Amendments	Special Districts	Incentive Development	Restricted Development	Conditional Use Permits	Final Incentive Dev. Plan	Final Restricted Dev. Plan	
	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•
									•	•	•	•	•													•	•
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															•		•	•		•	•	•	•	•	•	•	•
Administ. Review	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•
Planning Commission • Review																											
• Hearing									•	•	•	•	•			•	•		•	•	•	•	•	•	•		•
City Council • Hearing • Receive Report														•		•	•		•	•	•	•	•	•	•	•	
Zoning Board of Appeals															•	•											

*Hearing body is dependent upon the nature of the appeal. See Section 60.730 of the Land Development Manual for designation of hearing body.

C. ANNEXATION

Properties that are not within the corporate boundaries of Rochester can be annexed and included within the City's boundaries by a variety of means. Property owners can voluntarily annex their properties to the City. Alternatively, the City can initiate annexation on a property. Some properties may be subject to an orderly annexation agreement that may dictate alternative procedures for annexation.



Procedures: To initiate an annexation process, a review of the proposal should be scheduled with the Rochester, Olmsted Planning Department's staff. Specific procedures, that may include review by the affected Township Board, Olmsted County Board, Rochester Planning Commission and City Council, can be outlined by staff.

Submittal Requirements: Items to be submitted for annexation consideration include a location and boundary map and legal description for the proposed annexation, and a summary of municipal water and sanitary sewer service availability.

CLASS C

TYPE I DEVELOPMENT APPLICATION
CITY OF ROCHESTER

The undersigned hereby makes application for a Type I Development as regulated by Section 80.810 of the City of Rochester Land Development Manual.

NAME OF APPLICANT: _____
 ADDRESS OF APPLICANT: _____
 TELEPHONE NUMBER (HOME) _____ (WORK) _____
 SIGNATURE OF PROPERTY OWNER: _____
 LEGAL DESCRIPTION: _____

TYPE OF APPLICATION
(Please check appropriate box)

<input type="checkbox"/> Type I Home Occupation	<input type="checkbox"/> Type I P.U. Amendment
<input type="checkbox"/> Type I Single Detached Home	<input type="checkbox"/> Type I Special District Amendment
<input type="checkbox"/> Type I Land Subdivision Permit	<input type="checkbox"/> Other

REASON FOR APPLICATION: _____

DATE: _____

Respectfully Submitted, _____

(Owner or Corporation) (Address) (Phone)

Submit instructions (see attached)

Return Application to: Rochester/Olmsted Planning Department
 2722 Carnegie Drive SE
 Rochester, MN 55904

DISTRIBUTION:
 Planning/Development (white)
 Applicant (yellow)

For Office Use Only:
 Date Received _____
 Received By _____
 Application Fee _____

C-8

CHART D: CHECKLIST OF PROVISIONS

PROVISION	APPLICABLE TYPE I, C, OR S.D.S.									
	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH	NEED TO BE COMPLIED WITH
1. Application Form filed with city?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fee for application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed description submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Survey map submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All dimensions identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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34. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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36. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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45. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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87. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91. Is existing water/sewer lines identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Is existing water/sewer lines identified?	<input type="checkbox"/>	<								

II. BUILDING PERMITTING

Much as the planning department administers various regulations regarding land and site development, the Building Safety Department controls the way in which structures are built and maintained.

A. BUILDING CONSTRUCTION

Any building construction or renovation, including decks, garages and storage building, and alteration of building walls, requires issuance of a building permit. Such permits are divided into two categories; residential and non-residential:

- Residential building permits include single-family homes, duplexes and manufactured housing, as well as accessory buildings and structure.
- Non-residential building permits include multiple-family buildings containing three or more dwelling units, commercial, office and industrial buildings, as well as accessory structures.

Procedures: The building permit approval process begins with submittal of an application and plans to the building department. Plans are then routed to appropriate city departments and agencies for review and approval. Upon approvals, the Building Safety Department will collect permit fees and issue building permits.

The applicant is responsible for notification to Building Safety to arrange city inspections at appropriate stages of the construction process. Upon construction completion, the applicant must arrange for the City's issuance of a Certificate of Occupancy.

Submitted Requirements:

- Residential Permits: - 3 Site plans
 - 3 sets of building plans & specs
 - Application
- Non-residential Permits: - Site plan - Energy code calculations
 - 2 sets of building plans - 2 roof/floor truss designs
 - Structural calculations - 3 Certificates of Survey
 - Application

Note: In some cases, energy calculation, wind zone verification and other information may be requested. Separate permits are also required for the following: electrical, mechanical, plumbing, grading, and signs.

Process Timing:

- Residential Permits: 10 days
- Non-residential Permits: 2 – 3 weeks

Note: Precise timing depends on project size and complexity and the numbering of projects in the review process.

B. BUILDING DEMOLITION AND MOVING

Permits are required for demolishing or moving a building. For demolition, obtaining a permit assures removal of the value of the demolished building from the taxable value of the property. In both demolition and moving processes, the permit allows an opportunity for review and coordination with city departments and utility companies that may be affected by the action.

Procedures: Permits are applied for through the City Clerk's office. Submittal of an application is required along with an identification of the route intended for the building moving process. Upon review by appropriate departments and agencies, the permit will be issued.

Process timing: Customarily, the permitting process takes approximately one week.

C. BUILDING BOARD OF APPEALS

In cases in which an applicant wishes to obtain a review of a building code interpretation or approval of an alternate construction product or procedure, a building Board of Appeals review is requested.

Procedures: Application is made through the Building Safety Department. Upon receipt of the application, a hearing is scheduled with the Building Board of Appeals, at which determination is made by the Board.

Submittal Requirements:

- Application form
- Application fee
- Any additional information required to explain the nature of the appeal.

Process Timing: 3 – 4 weeks

III. FIRE DEPARTMENT PROCESSES

A. FIRE PROTECTION PERMITS

Building owners or contractors are required to obtain a Fire Protection Permit prior to installation or modification of all automatic fire sprinklers, alarm systems, chemical extinguishing systems, and flammable or combustible liquid tank systems when such systems cost more than \$500.

In general, fire sprinkler systems are required in the following situations:

1. New buildings, buildings being enlarged and buildings undergoing occupancy changes that meet certain size or capacity thresholds that are set by occupancy type, *including the following:
 - A. Basements greater than 1500 square feet without above-grade exterior wall access.
 - B. Commercial cooking equipment
 - C. Paint spray booths
 - D. Coolers and freezers
 - E. Elevator shafts and equipment rooms

Note: Single family homes less than 1800 square feet or containing three or fewer stories are not required to install fire sprinklers.

Fire alarm systems are required in:

1. Buildings over 75 feet in height
2. Apartments three or more stories in height or containing 16 or more dwelling units
3. Hotels three or more stories in height or containing 20 or more rooms
4. Congregate residences three or more stories in height or accommodating 20 or more occupants

Procedures: Fire protection permits require only administrative review and approval. Plans are reviewed by the Rochester Fire Department, Fire Prevention Bureau, and appropriate city departments and agencies prior to approval.

Submittal Requirements: Application
 Permit Fee
 Two sets of certified plans

Process Timing: One week

B. FIRE DEPARTMENT ACCESS

Developers and property owners are required to submit plans and obtain fire department approval of all new buildings and developments for fire department access and availability of fire

protection water. This is normally facilitated through the Rochester/Olmsted Planning Department as part of the predevelopment plan approval process.

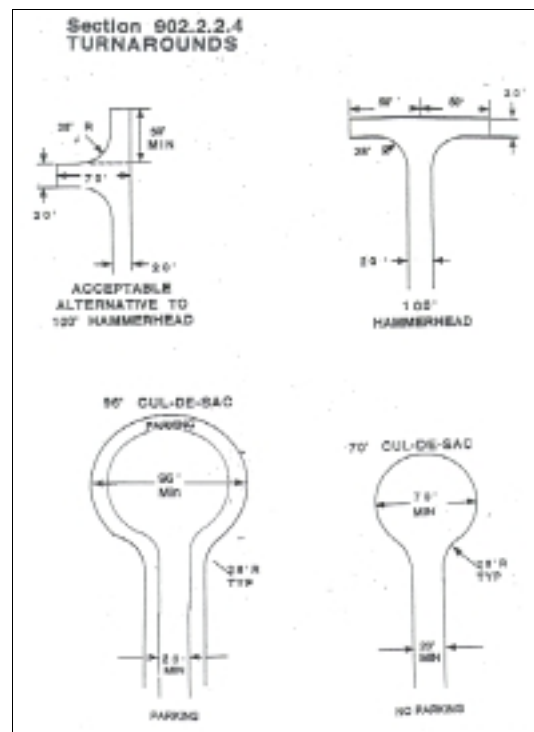
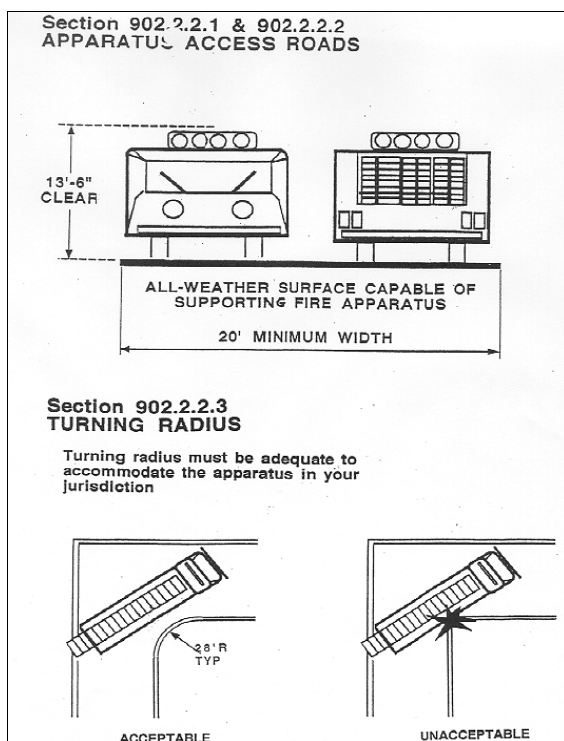
Fire Lanes

All portions of buildings constructed more than 150 feet from a public way, as measured around the perimeter of the building, must be provided with an approved fire lane. Fire lanes must be a minimum of a 20-foot wide all weather surface and have overhead clearance of at least 13 feet 6 inches. Fire lanes having a dead-end more than 150 long are required to provide an approved turn-around, suitable for responding fire apparatus.

"No Parking-Fire Lane" signs may be required to be posted along fire lanes and cul-de-sacs in order to maintain 20-foot clear width, for emergency vehicles to travel unencumbered in both directions.

Water Supplies

When any portion of a facility or building is in excess of 150 feet from a water supply on a public street, as measured around the perimeter of the building, on-site fire hydrants and water supply mains, capable of supplying the required fire flow, shall be provided.



IV. PUBLIC WORKS PROCESSES

A. STREET OR EASEMENT DEDICATION

The Dedication of Street right-of-way for public use requires acceptance by resolution of the City Council, following staff review and hearings before the Planning Commission and City Council as prescribed in the Land Subdivision process (see Section IA).

Easements: are statements of right to use or access private property for a specific purpose. Such easements may grant a right to construct and/or maintain streets, utilities or drainage. Other easements may grant a right to use a property for pedestrian access, vehicular access, parking or placement of a structure.

Procedure and Submittal Requirements: Public easements are processed by the Public Works Department. The process is started by submittal of a certificate of survey and legal description of the easement area. A description of the terms and rights of the easement being granted. Such documents must be prepared by a qualified land surveyor and/or attorney. Easements are reviewed by appropriate city departments and utility companies prior to approval by the City Council.

Process Timing: 3-4 weeks

B. STREET, ALLEY OR EASEMENT VACATION

To vacate a street, alley, or easement, the approval process is coordinated by the Planning Department. Minnesota Statutes requires that the issue be reviewed by the Planning Commission and that a hearing be held by the City Council prior to approval.

Procedure/Submittals: Upon receipt of an application which specifically lists the portion of street, alley or easement to be vacated, the staff reviews the request. Review is also conducted by other affected city departments, such as Public Works, and utility companies. Staff then schedules the request for Planning Commission review, if necessary, and the City Council hearing.

Process Timing: 3-4 weeks

C. REVOCABLE PERMITS

In some cases, private individuals or companies may wish to use public property. Such items as public service signs, sidewalk vendors, or newspaper vending machines occasionally make use of the opportunities. In such cases, revocable permits are issued by the City through the Public Works Department.

Procedures/Submittals: An application for a revocable permit must be submitted with sufficient drawings and descriptions to explain nature and timing of the request. The Public Works Staff

Process Timing: 2-3 weeks

Although grading permits and storm water management permits are technically separate, the processes and considerations are very inter-related. Whenever 50 cubic yards of soil or more are disturbed by earth moving procedures, a grading permit is required. If the development disturbs five acres or more of land, or creates one acre or more of impervious surface, permits must also be obtained through the National Pollution Discharge Elimination System (NPDES). In the process adequate attention must also be given to the design of storm water management improvements, both during construction and after construction is complete.



Submittal Requirements:

- Initial review:

- Grading Plan Approval/Permit Issuance:

- a) 6 copies of Plans and Specifications (certified by professional engineer)
- b) Grading Permit Application and Fee to Building Safety Department
- c) NPDES permit application and fee to MPCA (if applicable)

Process Timing: 2-3 weeks

[illegible]

